

**TOWN CLERK**  
Miss Sarah Richards

**DISS TOWN COUNCIL**  
11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone/Fax: (01379) 643848  
Email: town council@diss.gov.uk

Please ask for: Sonya French  
Our ref: CA 06.06.22  
Date: 27.05.22

To: **ALL MEMBERS OF THE CARNIVAL SUB-COMMITTEE**

Dear Members of the public and press,

You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Greyhound** on **Monday 6<sup>th</sup> June 2022** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

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## **A G E N D A**

- 1. Apologies**  
To consider apologies for absence.
- 2. Minutes**  
To approve the minutes from the last meeting held on 9<sup>th</sup> May 2022. (copy herewith)
- 3. Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 4. Public Participation**  
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
- 5. Items of URGENT Business**  
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
- 6. Stalls**  
To receive an update on stalls confirmed for Carnival 2022.
- 7. Parade floats**  
To receive an update on procession entries for Carnival 2022.
- 8. Entertainment**  
To receive an update on entertainment for Carnival 2022.
- 9. Infrastructure**  
To receive an update on infrastructure for Carnival 2022.
- 10. Sponsorship**  
To receive an update on Sponsorship for Carnival 2022 (copy details herewith).
- 11. Finance**  
To receive an update on Finances for Carnival 2022 (copy details herewith).

**12. Promotion**

To receive an update on promotion for Carnival 2022.

**13. Progress Report**

To note and update the progress report (copy herewith).

**14. Member Updates**

To receive updates from committee members not reported elsewhere on this agenda.

**15. Date of Future Meeting**

To note that the next meeting of the Carnival Committee will take place on **Monday 20<sup>th</sup> June 2022 at 7pm.**

Meeting closed at:

  

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<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<u>Cllr. S. Browne (Vice-Chair)</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen (Chair)</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</u>
	<u>E. Taylor</u>
<u>S. Richards</u>	<u>J. Welch</u>
<u>K. Jaynes</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>R. Peaty</u>
<u>R. Ward</u>	<u>K. Murphy</u>
	<u>C. Valori</u>

**NOTES**

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Greyhound on Monday 9<sup>th</sup> May 2022 at 7pm.

In attendance: C. Keen (CK) – Chair  
T. Howard (TH)  
Cllr S. Kiddie (SK)  
S. French (Deputy Town Clerk)  
R. Ward (RW)  
A. Rackham (AR)

**CA0522/1**

#### **Apologies**

Apologies received from (KJ),

**CA0522/2**

#### **Minutes**

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meetings on 4<sup>th</sup> April 2022 were a true record and duly signed by the Chairman.

**CA0522/3**

#### **Declarations of Interest**

There were none.

**CA0522/4**

#### **Public Participation**

There were none.

**CA0522/5**

#### **Items of URGENT Business**

There were no items of urgent business.

**CA0522/6**

#### **Stalls**

Committee received an update on stalls confirmed for Carnival 2022. There are currently 49 stalls, 8 of these stalls are part of the craft tent. 8 food vendors have been confirmed and two bars.

**(Action: CK to organise the craft marquee for 8- 10 stalls).**

**CA0522/7**

#### **Parade Floats**

Members received an update on procession entries for Carnival 2022. SK is working on confirming the floats for Carnival and has 23 confirmed. Committee talked through letters that need to be sent to all entrants prior to the event.

**(Action: SK Procession Letters to go out by 06.06.22)**

**(Action: KJ, SF Mount Street parking letters to go out by 17.06.22)**

**(Action: SK to arrange for KK to attend next meeting – immediately)**

**(Action: CK to arrange trophies for Procession Winners by 10.06.22)**

**(Action: SB to organise judges before the event – Day of Event).**

**CA0522/8**

#### **Entertainment**

The committee received an update on entertainment for Carnival 2022. All of the entertainment has been arranged. No further entertainment is required.

**(Action: CK Letters to entertainers providing details by 20.06.22)**

**(Action: CK to organise Titans arrival by 20.06.22)**

**(Action: CK to organise script for Compere, Lost Children by 01.07.22)**

**(Action: SF to organise Town Clerk to be main arena organizer by 12.05.22)**

**CA0522/9**

#### **Infrastructure**

The committee received an update on Infrastructure, Radios are still required and Dep TC is looking in the hire of them.

(Action: SF to organise Radios by 20.05.22)  
(Action: SF to find Hi Viz jackets by 20.05.22)  
(Action: CK to organise Sharon at First Aid by next meeting)  
(Action: AR to organise Stakes, ropes and bunting by next meeting)  
(Action: AR collection of keys from feather factory by 30.06.22)  
(Action: TH to organise parking for visitors in Tesco/Morrisons.  
(Action: SF to organise float for refreshments by 30.06.22)  
(Action: TH to organise sandwiches for event by next meeting)  
(Action: CK to organise Marquee for craft stalls by next meeting)

**CA0522/10 Sponsorship**

The committee received an update on Sponsorship for Carnival 2022. We have had an amazing response for Carnival sponsorship and have raised in excess of £5k.

**(Action: KJ to start work on Banners for Carnival immediately).**

**CA0522/11 Finance**

The committee received an update on Finances for Carnival 2022.

**CA0522/12 Promotion**

The committee discussed promotion for Carnival 2022.

**(Action: KJ to work on Brochure for Carnival which needs to be delivered week commencing 6<sup>th</sup> June 2022)**

**(Action: KJ to liaise with Day burst to arrange delivery of brochures.)**

**(Action: MH to book in Booze barrow sellers for the Market Place on the 17<sup>th</sup> & 24<sup>th</sup> June 2022.)**

**(Action: KJ to put together an A4 and A5 leaflet for Carnival immediately)**

**(Action: TH and RW to laminate A4 carnival leaflet and put up around Town by 05.06.22)**

**(Action: TH and RW to deliver A5 leaflets around local shops by 05.06.22)**

**CA0522/13 Progress report**

The committee noted actions on the Progress Report. Members were asked to cross off anything that had been completed and update Facebook.

**(Action: KJ to take updates off Facebook and put onto the report, ongoing.)**

There was an update about the window dressing competition from RW, she has had a great response from local businesses and will update the Dep TC over the next week with a list of entrants.

**CA0522/14 Member Updates**

The committee received updates from members not reported elsewhere on the agenda.

Volunteers needed as stewards for Carnival

**(Action: SB to contact Councillors regarding volunteering for a second time immediately)**

**(Action: SK to contact local litter picking group to find some volunteers immediately).**

**(Action: KJ to do a social post asking for volunteers).**

**CA0522/15 Date of Future Meetings**

Members noted that the next meeting of this committee is scheduled for **Monday 6<sup>th</sup> June, Monday 20<sup>th</sup> June, Monday 27<sup>th</sup> June 2022** at 7pm.

Meeting closed at: 21:15

SUB-COMMITTEE CHAIRMAN  
C Keen

Company Name	Package	Costs	PAID	Friend of Diss Carnival 2022 certificate for display in your premises	Your company name & logo on Diss Carnival 2022 website page and facebook pages	Dedicated Facebook & Twitter Thank you posts + links to your Company's website	Your company name/logo mentioned in the Diss Carnival 2022 programme	Advert in Carnival programme (1/4 page silver, 1/2 page gold, whole page platinum)	1mx3m banner with your logo to be displayed in Main arena or craft tent (8 available)	Publicly thanked at ( tannoy system) and after (social media) Diss Carnival 2022	1mx3m banner with your logo to be displayed from May 2022-July 2022 (5 available) - Market Square, Pump Hill or on MUGA	Use of Proud Sponsor of Diss Carnival 2022 logo on your business stationary & websites	Press release stating Companies support	Free pitch on the park during funday - ask to complete application form	Official sponsorship link eg craft tent, programme print, etc	Opportunity to be one of our Carnival Judges for the procession or window dressing comp	
Pearce and Kemp	Bronze	£100	PAID	✓	✓		✓										
Fonemagic (Roy Aziz)	Silver	£250	PAID	✓	✓	✓	✓	✓		ordered	✓						
Gillings of Diss- Toni Gillings	Silver	£250	PAID	✓	✓	✓	✓	✓	done ✓	✓							
Simply Sound & Lighting	Silver	£250	PAID	✓	✓	✓	✓	✓	done ✓	✓							
Beckford and Lewis	Silver	£250	PAID	✓	✓	✓	✓	✓	done ✓	✓							
Rosedale Funeral Home	Silver	£250	PAID	✓	✓	✓	✓	✓	done ✓	✓							
Voice Squad	Silver	£250	PAID	✓	✓	✓	✓	✓	done ✓	✓							
Phoenix Events East	Silver	£240	PAID	✓	✓	✓	✓	✓									
Adkins Opticians	Silver	£250	PAID	✓	✓		✓	✓									
Kingsley Healthcare	Gold	£500	PAID	✓	✓		✓	✓			done ✓	✓					
Dipple and Conway	Gold	£500	PAID	✓	✓	✓	✓	✓			done ✓	✓					
Upp	Gold	£500	PAID	✓	✓	✓	✓	✓			done ✓	✓			form rcvd ✓		
Durrants	Gold	£500	PAID	✓	✓	✓	✓	✓			done ✓	✓			form rcvd ✓		
Lexham Insurance	Gold	£500	PAID	✓	✓		✓	✓			done ✓	✓			X no pitch		
Midwich	Platinum	£1,000	PAID	✓	✓		✓	back page			done ✓	✓			email sent to ask ✓	MUGA	
Priory Group Healthcare	Platinum	£1,000	PAID	✓	✓		✓	✓			done ✓	✓			email sent to ask ✓	Banner on MUGA	
M Scott Properties *ANONYMOUS*		£500		NO CHECKLIST FOR THEM AS ANONYMOUS				NO CHECKLIST FOR THEM AS ANONYMOUS			NO CHECKLIST FOR THEM AS ANONYMOUS						
<b>TOTAL COST</b>		<b>£7,090</b>															

Where do they want their banner? (silver/gold/platinum)

display banner on day on main arena  
display banner on day on main arena

£240 agreed- display banner on day in main arena

only MUGA available now...  
Banner wanted in Market Place  
Banner wanted in Market Place

Banner wanted on pump hill railings  
only MUGA available now...

MUGA  
Banner on MUGA

**CARNIVAL FINANCES**

25/05/2022

<b>INCOME</b>	(excluding VAT)	
EMR B/F	£	8,670.73
Council Contribution	£	625.00
Car Boot	£	359.17
Car Boot	£	505.00
Donations	£	500.00
Cake Sale	£	337.00
	<u>£</u>	<u>10,996.90</u>

<i>Stallholders</i>		
Harris Hog Roast	£	108.33
Andy Garrard	£	108.33
Gosman Associates	£	41.67
Garry Bowman - Stardust Spirits	£	66.67
D.Pretty - Wax Melts	£	66.67
Grannys Little Charms	£	66.67
Brownie & the Bean	£	66.67
M Walker - Party in a box	£	66.67
Southwold Succulant	£	41.67
Florencos coffee	£	108.33
M Dyer	£	108.33
J Paice - Craft Tent	£	20.83
Amps A&J Collettes crepes	£	108.33
Yeomans CN - Wood N Clay	£	41.67
C.Sales - Prints & Crafts	£	20.83
Caves SM	£	41.67
Mrs P A Davison - Red Panda Craft	£	20.84
Mrs P A Davison - Cam's Creations	£	20.83
Andrea Hannon - Jack & Norah	£	20.83
Zarya Handmade UK	£	20.83
Heywood Sport - Bar Stallage	£	208.33
Norwich Bar (Keson-Inv Ltd)	£	208.33
Mr & Mrs Williams - Little Treasures	£	66.67
Rosedales Funeral Home	£	83.33
Inflata Fun sweets & treats	£	83.33
	<u>£</u>	<u>1,816.66</u>

<i>Sponsorship</i>		
Gillings of Diss	£	208.33
Midwich	£	833.33
Dipple & Conway	£	416.67
Kingsley Health Care	£	416.67
Fonemagic	£	208.33
UPP Corporation Ltd	£	416.67
Beckford & Lewis	£	208.33
Durrants	£	416.67
Priony Healthcare	£	833.33
Pearce & Kemp	£	83.33
Simply Sound & Light	£	208.33
Lexham Insurance	£	416.67
Rosedales Funeral Home	£	208.33
The Voice Squad	£	208.33
Adkins Opticians	£	208.33
	<u>£</u>	<u>5,291.66</u>

Total Income £ 18,105.22

**EXPENDITURE**

<i>Admin</i>		
Car Boot Advertising	£	7.92
Raffle Tickets	£	32.95
Fatstickman banners	£	360.00
Carnival Flags	£	149.16

<i>Procession</i>		
Vibe Streets Band	£	500.00
Procession insurance	£	76.96
Road Closure	£	38.66
Diddy Long Legs	£	300.00

<i>Fun Day</i>		
Wycombe Petting Farm	£	550.00
The Foolhardy Folk	£	420.00
Line Marking Paint	£	30.85
Lost in Translation	£	8,180.00
	<u>£</u>	<u>10,646.50</u>

Balance inc prev years surplus £ 7,458.72

**Additional Pending payment/invoice**  
**PENDING INCOME**

*Stallholders*

*Sponsorship*

£ -

**PENDING EXPENDITURE**

**P/O Number**

*Admin*

*Procession*

Titan £ 2,300.00 21/5986

Merv Lambert traff mgt £ 498.60 22/6079

*Fun Day*

Paul Preston Mills £ 175.00 22/6050

Premier Toilet Hire £ 480.00 22/6122

Phoenix Events Security £ 703.50 22/6151

£ 4,157.10

**Working balance**

**£ 3,301.62**

Volunteer Rota 2020

Time	SET UP – 7am to 10am	SET UP –10am to 12	12 – 1pm	1pm – 2.30pm	2.30pm - 4pm	4pm – 5.30pm	TAKE DOWN – 530pm to close
<b>Feather Factory Parking x 4 required to guide vehicles</b>	N/A	N/A	X 2 stewards, J. Wright, D. Garner	X 2 stewards, J. Wright, D. Garner	N/A	N/A	N/A
<b>Park P1 x 2 required</b>	A Rackham, R Ludkin	A Rackham, R Ludkin					
<b>Park P2 – will be kept closed other than to admit Funfair Vehicles and Parade Vehicles x 2 required</b>	A. Rackham, R Ludkin	A. Rackham, R Ludkin	A. Rackham, R Ludkin	A. Rackham, R Ludkin	A. Rackham, R Ludkin	A. Rackham, R Ludkin	A. Rackham, R Ludkin
<b>Park P3 x 2 required</b>	S.French, J. Wright	S.French, J. Wright	B.Mills, D.Garner	B.Mills, D.Garner	N/A	N/A	N/A
<b>Park P4 x 2 required</b>	C.Keen, S.Kiddie	C.Keen, One Needed					
<b>Park P5 x 2 required</b>	K.Jaynes, R.Jaynes	K.Jaynes, R.Jaynes					
<b>Ops Tent / Lost Children / Booze Barrow / Tombola - Sue Kiddie &amp; Ruth Ward</b>	S. Kiddie R. Ward	S. Kiddie R. Ward	S. Kiddie R. Ward	S.Kiddie, R.Ward, D.Collins			S.Kiddie, R.Ward
<b>Arena Stewards – to remove any debris before each act (shouldn't really be needed) - Cadets</b>	N/A	N/A	Cadets	Cadets	Cadets	Cadets	Committee Members
<b>Parade Parking</b>	N/A	N/A	A. Rackham	A. Rackham	N/A	N/A	N/A
<b>Litter Pick -Cadets and Claire's kids will help</b>							

**Parade Volunteers @ Diss High School (9am)**  
Sue Kiddie  
Tammy  
Doreen  
 Sarah Richards (Town Clerk)

SK & TH sorting

**Keys collection & Return**

Andy Rackham

**Parade Route Volunteers**

Keith Kiddie  
 Jamie Wright  
 Billie Jo mills  
 Daniel Garner  
 Sue Hurst  
 Simon Hurst  
 Tammy Son  
 Mark Gingell  
 John Wooddissee  
 Sonia Browne  
 Mr Ward

Keith Kiddie sorting

Extra volunteers available

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA1121/6	Election of Chairman	Committee to elect Claire Keen as Chair and Cllr Sonia Browne as Vice-Chair of the Carnival sub-committee 2022.	Carnival Committee	immediately	Completed November 21
CA1021/9	Date for Carnival 2022	To publish the new date for Carnival 2022 as Sunday 3rd July 2022.	KJ	immediately	Completed November 21
CA1121/7	Location & Theme	Committee to keep the location of Carnival at the Park with the theme 'The Great-Diss Showman'	Committee	immediately	Completed November 21
CA1121/8	Application Form	To create a new logo following agreement of theme and add this to the application form	KJ	by 01.12.21	Done
CA1121/9	Grants	To add to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1121/10	Entertainment	To have Vibe City Jazz & Samba to lead and finish parade	CK to enquire for Vibe City jazz band. SB to find details of Samba band.	by 01.12.21	done
CA1121/10	Entertainment	Contact residents wanting to ride scooters in parade	SK	by 01.12.21	done
CA1121/10	Entertainment	Contact street artists for prices	CK & SB	by 01.12.21	done
CA1121/11	Promotion	To do a publicity announcement of the date and theme in Mid-January 2022 including a press release, website page updated and social media post	CK, KJ & FM	by 10.01.22	done
CA1121/13	Member Updates	To add Window Dressing Competition, new car for Dinsdale & Mayor in parade and gazebo purchasing to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1221/6	Road Closure Forms	To complete the road closure application form for Carnival parade 2022.	KJ	by 01.04.22	Done
CA1221/7	Application Form	To add Carnival logo to all relevant forms	KJ	by 01.01.22	Done 17.12.21
CA1221/8	Health & Safety	AR and SF to complete Event Management Plan next year. A meeting will be arranged by KJ for March 2022	KJ	by 20.02.22	CK & SF to complete on Monday 09/05/22.
		Contact Phoenix for parade security.	SF	by 20.01.22	done
CA1221/9	Grants	To complete grant applications together.	CK and SB	start in Jan 2022	Done
CA1221/10	Entertainment				
		To organise a main feature in the Parade and the Main Arena.	CK and SB		done
		To chase Samboomba by next meeting	SB	by 10.01.22	Not able to attend
		To organise street artists during the day in various areas in Town and enquire for prices.	CK and SB		done
		To source details of bubble car to go in Parade	AR		done
		To contact previous Carnival Compere, Paul Preston-Mills	CK		done
		To source Clowns for Carnival Fun Day.	SB		AR family
		To contact Real Stunts In Action.	CK		CK contacted- no response - enough entertainment booked now.
		To contact residents wanting to ride scooters in Parade	SK		Contacted by SK- no response
CA1221/11	Promotion	To contact Park Radio and book a promotional slot for a mid-January launch	SB	by mid-Jan	SB to organise with Park Radio some promotional slots for Carnival.
		To work on updating website page, social media page and press releases ready for promo launch in January.	CK/KJ/FM	by 10.01.22	Done
		To work on theme release video for social media to publicise the date and theme in mid-January.	KJ/FM	by 10.01.22	Done
CA1221/12	Sponsorship	To add Carnival 2022 logo to sponsorship forms	KJ	immediately	Done 17.12.21
CA1221/13	Shop Window Project	To contact Honoured Citizen and Junior Good Citizen winners 2021 and 2020 winner, Gloria Rowe to see if they would judge competition.	KJ	by mid-Jan	Done - Anne & Lily have confirmed they will do judging. Gloria confirmed
CA1221/16	Progress Report	To circulate progress report with committee members once updated via FB group.	KJ	by 22.12.21	Done 22.12.21
CA1221/17	Member Updates	To add the following items to the next agenda; Window dressing competition, purchasing gazebos, transport for Dinsdale & Mayor in parade.	KJ	by 06.01.22	Done 22.12.21
		To arrange craft fayre for the Carnival Fun Day- to be discussed further in Jan 2022.	SK and RW	Jan-22	done
		Share monthly to-do list with committee members	KJ	by 10.01.22	Done
CA0122/6	Window Dressing Competition	To update the previous Window Dressing Competition entry form	KJ	by 7th Feb	Done
CA0122/7	Gazebo	To get DTC to order the Gazebos in time for Carnival	DTC to order	immediately	Done- ordered 22.04.22
CA0122/8	Transport for Dinsdale & Mayor	To ask Si Gillings for the loan of his flatbed truck for transporting Mayor, Dinsdale and the Royals.	A.Rackham	immediately	Done
CA0122/9	Grants	To begin applying for grants suitable for the Carnival	CK & SB	immediately	Done
CA0122/10	Entertainment	To contact the following acts: Circus (AR), Stilt walkers (CK)	AR & CK	immediately	Ongoing
		KJ to add Carnival sound, floats and road closure/ h&s to the next agenda	KJ	immediately	Done
CA0122/11	Promotion	To upload promotion video and announcement on social media, website, press etc.	KJ	immediately	Done
CA0122/12	Sponsorship	To add the sponsorship form to website page	KJ	immediately	Done



Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA0122/14	Member Updates	Contact Michelle Earp reference car park	SF	immediately	Done
		Add Carnival car boot sale to Car Boot Sales list	SF	immediately	Done
CA0222/06	Parade Floats	Look at insurance for parade floats	SF	by 07.03.22	Done
CA0222/07	Road Closure	To deal with signs for road closures. County Councillor Keith Kiddie will be available to complete road closures, this work will be completed alongside the Dep TC.	SF and KK	by March 2022	Completed
		To contact the bus station to check availability for use of space for floats on Carnival day.	KJ	by 31.03.22	Done- online enquiry form sent to SNC 31.03.22 - awaiting response
		Committee noted that Road closure at SNC need to be applied for by the end of the month.	KJ	by 1st March 2022	Done
		To contact Morrisons community champions for approval of a promo sign by Morrisons at the roundabout stating event date and time to alert shoppers.	TH to contact community champions	by May 2022	
		To complete SAG paperwork.	SF and AR	by March 2022	Dep TC to complete on Monday 09/05/22
CA0222/08	Window Dressing Competition	Add carnival email address to the entry form. On forms dates to be 7th June – 3rd July 22.	KJ	By March 2022	Done
		Email judges to agree a judging date and start contacting shops	RW	by April	ongoing
CA0222/10	Entertainment	To contact Voice Squad	TH	by March 2022	Completed
CA0222/11	Sponsorship	To send out emails to businesses for sponsorship	KJ	by March 2022	done
CA0222/12	Promotion	To contact Park Radio	SB	by March 2022	
CA0322/8	Entertainment	Book Full Hardy Circus	CK		Completed
CA0422/7	Parade Floats	KJ to do a poster to push for Carnival float entries	KJ		Done
CA0422/8	Entertainment	To book Lost In Translation for Carnival entertainment	SF		Completed
CA0422/9	Infrastructure	Confirm bookings for Portaloos	CK		Completed
		Speak to bus companies and Robert Ludkin	SF		Completed
		Talk to KK and GM reference large bins	SK		SK arranged with KK & GM
CA0422/10	Sponsorship	Start work on banners for Carnival sponsors	KJ		Work started and will be ongoing over next few weeks
CA0422/12	Promotion	Start working on Carnival programme which needs to be delivered w/c 6th June	KJ		Completed with day burst to deliver
		Liase with Dayburst to arrange programme delivery	KJ		Done
		Order lottery tickets and check license for selling tickets is in order	SF		Done
		Book in booze barrow sellers for Market Place on 17th & 24th June 2022	MH		Done
CA0422/14	Member Updates	To ask KK to contact Air Force Cadets and Army Cadets	SK		
		To contact Councillors and local litter-picking group to find volunteers	SF		Done
		To do a social post asking for volunteers	KJ		Done
CA0522/6	Stalls	To organise the craft marquee for 8-10 stalls	CK		
CA0522/7	Parade Floats	To send procession letters out to entrants	SK	by 06.06.22	
		To send Mount Street Parking letters out to residents	KJ, SF	by 17.06.22	Printed need volunteers to deliver
		To arrange for KK to attend next meeting	SF	immediately	Completed
		To arrange trophies for procession winners	CK	by 10.06.22	
		To organise judges before the event	SB	day of event	Completed
CA0522/8	Entertainment	To send letters to entertainers providing details	CK	by 20.06.22	
		To organise Titans arrival	CK	by 20.06.22	
		To organise script for compere, lost children	CK	by 01.07.22	
		To organise Town Clerk to be main arena organiser	SF	by 12.05.22	Town Clerk/Sonya Daughter to share
CA0522/9	Infrastructure	To organise radios	SF	by 20.05.22	Completed
		To find Hi-Vis jackets	SF	by 20.05.22	
		To organise Sharon at First Aid	CK	by next meeting	Completed
		To organise stakes, ropes and bunting	AR	by next meeting	
		To organise collection of keys from feather factory	AR	by 30.06.22	
		To organise parking for visitors in Tesco/Morrisons	TH		
		To organise float for refreshments	SF	by 30.06.22	Completed Rfo will deal with this
		To organise sandwiches for event	TH	by next meeting	
CA0522/10	Sponsorship	To order banners for sponsors and chase artwork	KJ	immediately	done
CA0522/12	Promotion	To work on Carnival Programme which needs to be delivered w/c 6th June 2022	KJ	ongoing	done
		To liase with Day Burst to arrange delivery of brochures	KJ		done
		To book in Booze Barrow sellers for the Market Place on 17th & 24th June 2022	MH		done
		To put together an A4 and A5 leaflet for Carnival	KJ	immediately	done
		To laminate A4 Carnival leaflet and put up around town	TH and RW	by 05.06.22	done
		To deliver A5 leaflets around local shops	TH and RW	by 05.06.22	done
CA0522/13	Progress Report	To update progress report with updates from Facebook group	KJ	ongoing	
CA0522/14	Member Updates	To contact Councillors regarding volunteering for a second time	SB	immediately	
		To contact local litterpicking group to find some volunteers	SK	immediately	
		To do a social post asking for volunteers	KJ	immediately	done

Stall holders

Stall Name	Contact	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes	On Ledger	Pitch No
<b>Charity and Community Groups</b>											
2 <sup>nd</sup> Diss (S.A.) Scouts	Julia McCathie	Scouts Crockery Smash and Plant sale	Community Group	Yes	Yes	Yes		N/a	Crockery Smash needs to be alone: by mere.		
Diss Churches Together	Keith Rackham	Community Church	Charity	Yes	Yes	Yes		N/a	Gina Peliti to send PL FREE PITCH		
Get Me Out The Four Walls	Lucinda Terry	Promoting Support & Play Sessions and free craft activities	Charity	Yes	Yes	Expires 18.4.22		N/a	Can no longer do stall, but will flyer the park instead.		
Groundwork East	Katy Mossman	Water Pollution Info – crafts and activites and Car display	Charity	Yes	Yes	Yes		N/a	Car from parade to park by pitch		
Norfolk Blood Bikes	Alix Freeman	Badges, Face masks and Pens raising money for charity.	Charity	Yes	Yes	Expires 10.3.22		N/a	Want 3x3 Pitch plus Car and 2 bikes on park. Need to be on end as Car & Bikes will be in parade.		
Phoenix Bird of Prey Rescue	Denise Elyot	Tombola and Kids Game (prize every time)	Charity	Yes	Yes	Expires 27.5.22		N/a	PL to be sent once renewed. Confirmation sent 16.2.22		
Diss Knit and Natter Group	Heather Chamberlain	Knitted elephants and circus themed items	Community Group	Yes	Yes			N/A	Were offered a free stall for 2020. Confirmation sent 24.1.22		
Hope Church	Kim Boardman	Community Church	Community Group	Yes	Yes	Yes		N/a	Completed.		
Montgomerie Masonic Lodge	Neil Morley	Masonic trailer	Community Group	Yes	Yes	No		N/a	Fee waived in lieu of Titan		
Park Radio	Linda Bryant	Music Playing	Community Group	Yes	Yes	Yes		N/a	4m x3m gazebo. Electricity needed for Mixing Desk and Speakers!		
Royal Air Forces Association	Peter Bensley	RAFA Fundraising	Charity	Yes	Yes	Yes		N/a	Completed. Bottle of Gin Donated.		
Royal Air Force Air Cadets	Ben Rogers / Georgia Brinkley	Recruitment & Fundraising (Tombola/Raffle)	Community Group	Yes	No	No		N/a	simulator? Emailed Ben 17.3 to confirm and request RA and PL		
<b>Craft Tent</b>											
Earth Goddess Jewellery by Jai	Janine Paice	Handmade Holistic Jewellery	Craft Tent	Yes	Yes	Yes		£25.00	Completed.	14333	
Jack and Norah	Andrea Hannon	crochet items, clothing, handmade cake toppers and craft kits	Craft Tent	Yes	Yes	Yes		£25.00	Completed.	14390	
Made With Love and More	Sophie Bailey	various keepsakes	Craft Tent	Yes	Yes	No			£25 requested with PL 3.3.22		
Marmalade Mountains	Ruby Pease	Earrings?	Craft Tent	Yes	Yes	Yes			£25 requested 2.5.22 Email said she has 6mx3m table!!		

Stall holders

Stall Name	Contact	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes	On Ledger	Pitch No
Prints and Crafts by Claire	Claire Sales	prints and dyes onto materials	Craft Tent	Yes	Yes	Yes		£25.00	Completed.	14366	
Zarya Handmade UK	Avonie Tang	handmade baby and child clothing and accessories	Craft Tent	Yes	Yes	Yes		£25.00	Completed. Wants to be next to a friend?	14394	
Cam's Creations	Cameron		Craft Tent	Yes	Yes	Yes		£25.00			
Red Panda			Craft Tent	Yes	Yes	Yes		£25.00			
<b>Craft Stalls</b>											
Gosman Spoons	Nicolas Gosman	6" Pitch – Handcrafted Wooden Spoons and Demonstration	Crafts	Yes	Yes	Yes		£50.00	Completed. 2 pymts received for £50. Sue H dealing	14286	
Granny's Little Charms	Jasmine Tobias / Kevin Kincarr	Shabby Chic handmade items	Crafts	Yes	Yes	Expires 12/2/22		£80.00	PL to be sent once renewed. Confirmation sent 24.1.22	14261	
Bonner Wood Designs and Memorials	Melanie Bonner	Wooden Crafts (Hand turned and carved items)	Crafts	Yes	No	No			£50 RA and PL requested 13.4.22		
Southwold Succulent Co.	Niamh Mullally	Vintage Houseplanters	Crafts	Yes	Yes	Yes		£50.00	Completed.	14292	
Spie Jewels	Susan Caves	Jewellery	Crafts	Yes	Yes	Expires 21.5.22		£50.00	£50 and PL requested 17.3.22	14364	
Stardust Spirits	Garry Bowman	Handmade Small Batch Spirits and Liqueurs for Offsite consumption	Crafts	Yes	Yes	Yes		£80.00	Completed.	14298	
Wood N Clay	Michael Yeomans	Ceramic and Wooden Gifts	Crafts	Yes	Yes	Yes		£50.00	Completed.	14367	
<b>Food Stalls</b>											
B B's Bakery	Becky Bridges	Cakes and Cookies	Food	Yes	Yes	Expires 3.6.22			Request for £80 and PL 21.5.22		
Brownie & The Bean	Charlotte Giddings	Brownie Gift Boxes	Food	Yes	Yes	Expires 11/3/22	yes	£80.00	Request for renewed PL tba	14269	
The Bucket List	Nathan Boon	Loaded Chips	Food	Yes	No	No	No		£130 and RA requested 22.4.22		
Collette's Crepes	James Amps	Crepes and Waffles	Food	Yes	Yes	Yes	yes	£130.00		14351	
Elsie's Pizza	Chris Holmes	Wood Fired Pizza	Food	Yes	Yes	Yes	yes		Request for £130 22.4.22		
Dyer Diner & Coffee Shack	Mark Dyer	Barista Coffee, Milkshakes, Burgers, Hot Dogs and Bacon Rolls – Wrapped Transit Van	Food	Yes	Yes	Yes		£130.00		14328	
Florenco's Coffee	Connor Florenco	Coffee Stall (In Market Sq)	Food	Yes	No	No	No	£130.00	Get PL and RA from DTC	14293	
Fying Chef aka Andy Hotdog	Andy Garrard	Hotdogs	Food	Yes	Yes	Expires 6.4.22	yes	£130.00	updated PL to be sent		

## Stall holders

Stall Name	Contact	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes	On Ledger	Pitch No
Harris's Hog Roast	Dave Harris	Hog Roast	Food	Yes	Yes	Yes		£130.00	Completed.	14266	
Jens Makes and Creates	Jen Lord	Homemade Cakes	Food	Yes	Yes	No	yes		£80 requested with PL 3.3.22		
<b>Other Stalls</b>											
Tropic Skincare	Rachel Digganes	Skincare range retailer	Other	Yes	No	Yes			£50 requested 3.3.22. Also wants to be next to craft tent		
Little Treasures	Linda Williams	kids balls / toys /plaques & signs	Other	Yes	Yes	?		£80.00	PL requested 17.3.22	14352	
Corn Hall	Libby Seymour	Brochures and flyers, Activity tbc	Other	Yes					Request for £80, RA and PL 2.3.22		
Prettys Wax	Diane Pretty	Wax Melts	Other	Yes	Yes	Expires 28/03/22		£80.00	New PL needed.	14314	
Scent So Good	Hayley Palmer	Wax melts, candles, etc	Other	Yes	No	No			Cancelled via email 25.4.22		
The Dog House	Helen Swain/Dawn Taylor	Gifts for Dogs	Other	Yes	Yes	Yes			Cancelled via email 5.22		
Diss Fit Club	Anouska Stott	Fit Club	Other	Yes	Yes	No			PL, signed RA and £80 requested 21.5.22		
Frames and Conservatories Direct	Gavin Barson										
<b>Sponsors Stalls</b>											
Dipple & Conway	Matthew Conway	Business	Sponsor					N/A	Sponsor		
Durrants	Anna Wimpenny	Business	Sponsor	Yes	Yes	Expires 30.4.22		N/A	GOLD Sponsor		
Kingsley Healthcare	Mandy Bowers/Stephen Pullinger	Business	Sponsor	Yes	Yes	Yes		N/a	Completed.		
Midwich Plc	Ben Thompson / Lesa Orford		Sponsor					N/a			
Priory Healthcare	Sara Smith	Healthcare Recruitment	Sponsor	Yes	Yes	Expires 1.7.22		N/a			
Rosedale Funeral Home	Kerry Welch	Business	Sponsor	Yes	No	No		N/a	Sponsor		
UPP Corporation	Samantha Jeffries	Business	Sponsor	Yes	Yes	Yes		N/a	Completed.	14343	
<b>Sweets</b>											
Party In a Box	Melanie Walker	Candy Floss / Popcorn and Chocolate Fountain	Sweets	Yes	No	No	No	£80.00	PL and RA required.	14271	
Sweets and treats	Charlie Knights	Sweets – Pick n Mix	Sweets	Yes	Yes	Yes			£100 requested 17.3.22		
<b>BARS</b>											

Stall holders

Stall Name	Contact	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes	On Ledger	Pitch No
Bar Hire Norwich	Kent Roye			Yes				£250.00		14422	
Heywood Sports	Tom Bobbins			Yes				£250.00		14398	
		1									
								<b>£1,980.00</b>			